

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6940	Effective Date: March 18, 2001	Index Reference: Classification, Reorganization, Position	Regulation Number: 4.07
Issuing Bureau: Human Resource Services	Rule Reference: Rules 1-3 (Regulations) 4-1 (Position Establishment & Classification) 4-2 (Position Classification Review)		Replaces: Reg. 4.18 (CS-6897, April 25, 1999)
Subject: AGENCY REORGANIZATIONS			

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1. PURPOSE

This regulation outlines the standards and procedures that an appointing authority must use to notify the Department of Civil Service of a planned reorganization within an agency. This regulation does not direct appointing authorities on how to organize. Article 11, section 5, of the Michigan Constitution and rule 6-4, delegates the exclusive authority to organize to the appointing authorities. This regulation provides a mechanism by which a reorganization can be reviewed for classification purposes before the implementation.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

***Rule 1-3 Regulations** — The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding on the department of civil service, unless the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.*

Rule 4-1 Position Establishment and Classifications

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4-1.2 Classification — *A position established in the classified service must be reviewed to classify the position properly.*

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4-1.4 Classification Plan — *The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.*

- (a) **Classification** — *Every position established must be classified in accordance with the official classification plan.*

* * *

Rule 4-2 Position Classification Review — *The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.*

- (a) **Position review.** *An appointing authority shall give notice to the department of civil service of material changes in the duties and responsibilities that may impact the proper classification of a position. If the appointing authority does not notify the department of civil service of material changes, the employee occupying the position may initiate a position review by filing an updated position description and a written request with the department of civil service.*

* * *

- (d) **Preauthorized review.** *An appointing authority may reclassify a position in accordance with regulations governing preauthorized positions.*

3. STANDARDS

- A. Executive Directive 2000-1 requires the review and approval of reorganization proposals by the director of the Department of Management

and Budget (DMB) and the Counsel for Executive Branch Reorganizations before implementation. The Department of Civil Service does not release any classification actions without a written verification of that review.

- B.** The appointing authority must notify the Department of Civil Service of the proposed reorganization before implementation. A meeting may be set to discuss the proposed reorganization.
- C.** The appointing authority's representative and staff in the Department of Civil Service together determine the plan necessary for the reorganization, based on, but not limited to, the following:

 - 1. The size and complexity of the reorganization.
 - 2. The information and documents necessary to review the reorganization.
 - 3. The impact, or potential impact, on the classification of the positions.
 - 4. The potential number of positions and employees that may be impacted, resulting in either new position establishments or reclassification of existing positions.
- D.** The appointing authority must then submit the necessary documents to the Department of Civil Service for review to determine the impact of the reorganization. These documents may include the following:

 - 1. The current organizational charts.
 - 2. The proposed organizational charts for the reorganization.
 - 3. The proposed Position Description form (CS-214) for the affected positions in the proposed organizational structure.
- E.** The Department of Civil Service reviews the supplied documents and determines the appropriate classification actions. The Department of Civil Service notifies the agency of the classification decisions, based on the following determinations:

 - 1. The appropriate classification of the affected positions.
 - 2. The positions that can be recoded.

3. The positions that need to be established or reclassified in accordance with regulation 4.01, Establishment and Reclassification Actions That Require Civil Service Review.

- F. The appointing authority must submit the DMB letter of approval, Position Action Request form (CS-129), the final position descriptions and the final organizational charts to the Department of Civil Service to implement the reorganization.

4. **PROCEDURE**

<u>Responsibility</u>	<u>Action</u>
Appointing Authority	1. Submits to the Department of Civil Service the necessary documents described in this regulation to review the proposed reorganization. Requests a meeting, if necessary.
Department of Civil Service	2. Reviews the proposed reorganization and, if necessary, meets with the appointing authority. Informs the appointing authority of the findings and recommendations.
Appointing Authority	3. Receives the Department of Civil Service review.
	4. Submits to the Department of Civil Service the necessary documents to implement the reorganization, such as the DMB approval letter, Position Action Request forms, Position Description forms, organizational charts, and the appropriate rating system worksheets.
Department of Civil Service	5. Reviews the requested establishment, reclassification, or recoding of the positions, based on the previous review of the proposed reorganization.
	6. If approved or modified, reclassifies the positions to the appropriate classifications with the necessary documentation on the Position Action Request forms.

<u>Responsibility (cont.)</u>	<u>Action (cont.)</u>
Department of Civil Service	<p>7. Enters the necessary position information in the Human Resources Management Network (HRMN).</p> <p>8. If the establishment, reclassification, or recoding requests are disapproved, documents the reasons on the Position Action Request forms.</p> <p>9. Releases the Position Action Request forms.</p>
Appointing Authority	<p>10. Receives the completed Position Action Request form and enters the approved employee information in the HRMN.</p> <p>11. Informs either agency management or the employees of the classification action and any appeal rights.</p>

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-BHRS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.